

Rose Electronics Distributing Co., Inc.

Quality Manual

MAN-06-3

RESOURCE MANAGEMENT			
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Infrastructure			

GENERAL POLICY

Suitable, facilities, process equipment, supporting services, and other necessary infrastructure are determined, provided and maintained, as required to achieve conformity to product requirements.

PROCEDURAL POLICIES

1. Infrastructure and Facilities

- 1.1 Planning of new, and/or modification of existing infrastructure and facilities is usually conducted in conjunction with product or process changes; capacity and/or work force expansions; and other such events. Facilities may also be expanded or modified to improve productivity and/or quality, or to improve the work environment.
- 1.2 Departmental managers are responsible for identifying the need and requirements for new, and/or modification of existing infrastructure and facilities in their departments. Requests for significant changes and/or expansions of facilities are submitted to the top management for review and approval.
- 1.3 When relevant, Quality Assurance reviews the proposed facilities or changes to ensure that they enhance the achievement of product conformity and quality.

2. Supporting services and maintenance of facilities

- 2.1 Supporting services required by ROSE Electronics include transportation, communication, and IT services:
 - Transportation services are usually purchased from parcel delivery and courier services, and from trucking or other transportation companies or consolidators. Purchasing of these services is managed by Operations, and is conducted in accordance with operational procedures POP-74-01, Supplier Evaluation, and POP-74-02, Purchasing.
 - Communication services are provided by various telephone, wireless, and internet access companies. Information System Manager is responsible for administrating and coordinating these contracts.
 - IT systems are designed and implemented by both internal personnel and external

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consultants, and are managed internally by the Information System Manager. Long-term IT consultants are selected, and are contracted with by the Information System Manager after approval by Top Executive Managers, in accordance with applicable purchasing procedures (POP-74-01 and POP-74-02). These contracts are managed by the Information System Manager. Control of documents and data on the internal network system is governed by operational procedure QOP-42-02, Control of Documents.

- 2.2 Maintenance of buildings and facilities is performed by external contractors. This includes regularly scheduled maintenance of lighting systems, air conditioning and heating systems, landscaping, and cleaning. Repairs of buildings and other such facilities are contracted as needed. Purchasing is responsible for coordinating and managing maintenance contracts.

3. Process equipment maintenance

- 3.1 Key process equipment, machines, hardware, and software are regularly maintained in accordance with maintenance plans specified by equipment manufacturers or departmental managers responsible for the equipment. Requirements for the maintenance of production equipment are specified in Operational Procedure QOP-63-01, Equipment Maintenance.

ASSOCIATED DOCUMENTS

- Operational Procedure QOP-63-01: Equipment Maintenance
- Operational Procedure POP-74-01: Supplier Evaluation
- Operational Procedure POP 74-02: Purchasing